

Management System: Requirements Management

Subject Area: Document Control Management

Procedure: Annual Review of CBC MS Documents

Issue Date and
Revision Number:
07/31/12 0

Lead Subject Matter Expert:
Lynette Chafin

Management System Owner:
Ralph Holland

1.0 Applicability

This procedure applies to all Environmental Management Consolidated Business Center (EMCBC) Management System (MS) Management System Owners (MSOs) and/or Assistant Directors (ADs), Subject Matter Experts (SMEs), Control Document SMEs and the Controlled Document Coordinator (CDC).

2.0 Required Procedure

The following steps will assist all MSOs/ADs in completing the review of their respective CBC MS Management System Documents. Controlled Documents are reviewed every 2 years according to the date they are established to ensure the document is current and effective.

Step 1	<p>At the beginning of each fiscal year, the CDC sends an email to all MSOs/ADs and SMEs identifying controlled documents which have reached their 2 year review cycle. This notification highlights a need to review, update, or eliminate <u>specific</u> CBC MS Management System Documents.</p> <p>NOTE: Not every MS Management System Document will be reviewed during this annual review.</p>
Step 2	<p>The MSO/AD receives the email which instructs them to begin a review of the identified documents contained within their assigned Management System. Some MSOs/ADs utilize their SMEs to assist in this review.</p>
Step 3	<p>The MSO/AD or SME will fill out the <i>Controlled Document Change Request Form</i> with proposed actions and justification of these actions. The form must be completed within 30 calendar days from receipt of the email. If requirement revisions or deletions are needed, please see Procedure 1 - <i>Identifying and Removing Requirements</i>, in the <u><i>Requirements Management Subject Area</i></u>.</p>
Step 4	<p>Upon completion of the <i>Controlled Document Change Request Form</i> by the</p>

	MSO/AD/SME, an email is to be sent to the CDC with notification of any needed revisions to the CBC MS Management System Documents. NOTE: After initial 30 day review period, the SME has 60 calendar days to submit draft revisions to CDC . The total process should <u>not</u> exceed 90 calendar days .
Step 5	Upon receipt of the CBC MS Management System Documents that require revisions, the SME will process them by following Procedure 2 - <i>Preparing and Submitting CBC MS Documents</i> , Procedure 3- <i>Reviewing CBC MS Documents</i> , and Procedure - 4 <i>Approving CBC MS Documents</i> .

3.0 References- Forms/Attachments/Exhibits

3.1 References

- Procedure 2 - *Preparing and Submitting CBC MS Documents*
- Procedure 3 - *Reviewing CBC MS Documents*
- Procedure 4 - *Approving CBC MS Documents*
- RM Procedure 1 - *Identifying and Removing Requirements*

3.2 Form

- Controlled Document Change Request Form

4.0 Records Generated

Records generated through implementation of this procedure are identified as follows and are maintained by the (Office of the Director) in accordance with the EMCBC Organizational File Plan:

Records Category Code	Records Title	Responsible Organization	QA Classification (Lifetime or Non-Permanent)
*ADM 16-01-A	Administrative Issuances – Annual Review of CBC MS Documents	Office of the Director	Not Applicable

*The Records Category Code indicated above is used for Subject Area Document Control Management Procedures only. Any other Subject Area Procedure documents are to be assigned a Records Category Code based on the subject content contained within the document.

EMCBC RECORD OF REVISION

DOCUMENT TITLE: Annual Review of CBC MS Documents

If there are changes to the controlled document, the revision number increases by one. Indicate changes by one of the following:

- I Placing a vertical black line in the margin adjacent to sentence or paragraph that was revised.
- I Placing the words GENERAL REVISION at the beginning of the text.

<u>Rev. No.</u>	<u>Description of Changes</u>	<u>Revision on Pages</u>	<u>Date</u>
0	Initial Document		7/31/12